



MINUTES
Strategic Planning Advisory Committee
of the Delaware Commission on Forensic Science

March 26, 2018

Division of Forensic Science - Department of Safety & Homeland Security
200 S. Adams Street, Wilmington DE, 19801
1st Floor - Conference Room

Committee Members Present:

DAG Barzilai Axelrod
Director John Evans
DNA Technical Leader Amrita Lal-Patterson
Dr. Don Lehman
Chief Toxicologist Jessica Smith

Committee Members Excused:

ODS Lisa Schwind
DAG Lisa Morris

Guests Present:

Wendpanga 'Lucy' DYemkowma (Master's Degree Student - Wilmington University)

- DAG Axelrod called the meeting to order. Introductions were made. Director Evans made a motion for approval of minutes. Dr. Lehman seconded the motion.
- Director Evans reported that they have created space calculations for the full square footage of the entire current facility (main building and annex); it comes to around 30,000 square feet. His team has also created space calculations for each discipline and have placed them on a spreadsheet. Within each discipline, it also notes things like lab space, office space, storage space, instrument space, evidence space, and bathrooms for each floor. There are also general area measurements, as well as for the annex building. Director Evans wanted to thank Anthony Figurelle for his assistance
- These measurements allow the SPC to present information regarding current breakdown of space resources for current staffing and caseload levels. The information will be used as a base to present not only current use, but also the current need for additional space, as well as potentially a 30-year projection for future needs, staffing levels, and caseload trends.

- The 2017 DFS Annual Report continues to be worked on and finalized. Once it is completed, the SPC will incorporate that information into its discussions.
 - Mrs. Lal-Paterson was able to find the Project FORESIGHT Annual Report, 2015-2016, published by the Forensic Science Initiative, College of Business & Economics, West Virginia University. It presents the results of surveys of various laboratories and looks at different metrics by discipline. For example, it looks at costs per case, per item, and items per case, as well as number of cases per analyst, etc. It categorizes both 25 and 75 percentiles. It does not present standards or recommendations and it does not comment on space allocations. DFS was not one of the participants in the report.
 - Mrs. Lal-Paterson reported that for DNA laboratories, there is no accreditation standard or best practice of number of cases per analyst. Similarly, the toxicology discipline does not have a standard either.
 - The SPC has been unable to obtain Dr. Fowler's underlying data for that laboratory's build-out, but will continue to try. We will also continue to seek alternate sources of similar data.
 - Director Evans noted that the piece of data that we are missing is the conversion ratio of how much space is needed or recommended per employee in a discipline.
 - There are also forensic disciplines that are not currently included within DFS. For example, ballistics, fingerprints, computer forensics, DUI Alcohol, and others. For now, the SPC agreed that we will only focus on current DFS disciplines and Arson. If at a later time the Commission requests for the SPC to look into possible long-term consolidation of other disciplines, we will look into it at that time.
 - Next steps for the SPC include using the 2017 Annual Report to compare it to data in the FORESIGHT report. We also need to reach out to Facilities Management regarding code requirements, parking, bathrooms, break spaces, and the like, that would need to be considered as well.
 - Dr. Lehman noted that when looking at space allocation in the context of caseloads and number of employees, there needs to be a parallel analysis to include additional instrumentation and machine space to support the needs of those employees. Director Evans agreed and pointed out that this is already occurring. For example, the Arson space has been taken over by the Forensic Chemistry Unit for additional instrumentation.
- Director Evans moved to adjourn the meeting. Mrs. Smith seconded the motion. The meeting was adjourned.